

from IBM... a new kind of typewriter...

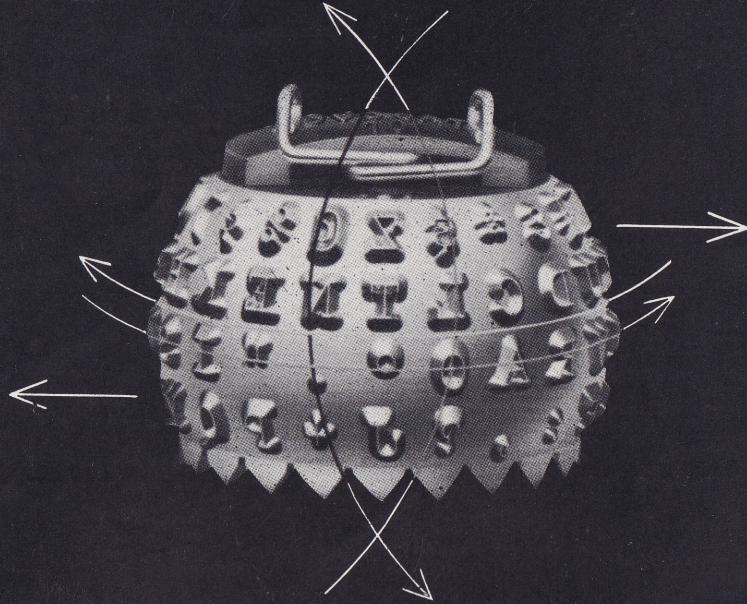


IBM[®] SELECTRIC^{*}

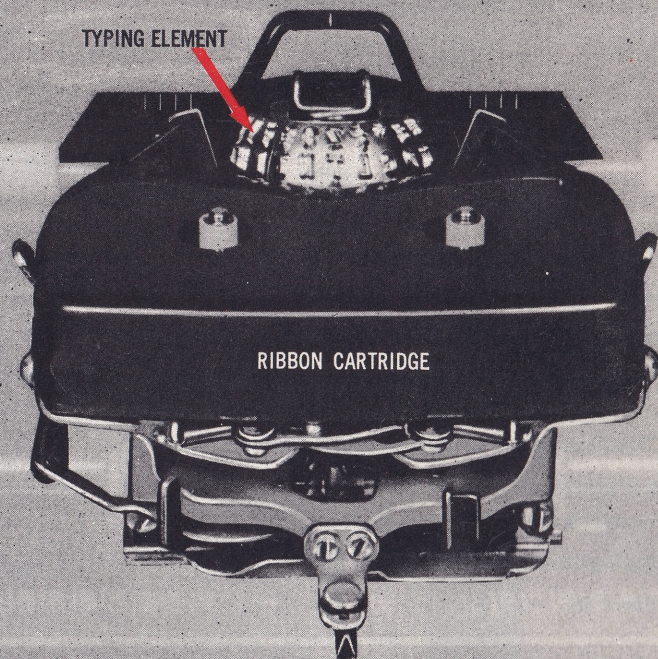
IBM[®] SELECTRIC^{*}

^{*}Trademark

...A NEW WAY TO WRITE



Both the single **typing element** and the **ribbon cartridge** of the IBM SELECTRIC typewriter click onto posts mounted on the carrier. The **carrier** replaces the heavy moving carriage and the typing element replaces the semicircle of 44 typebars found on conventional typewriters.



THE CARRIER

FASTER, SMOOTHER TYPING

The IBM SELECTRIC typewriter incorporates an important engineering breakthrough — the single, interchangeable typing element. In this new principle, all the type characters are grouped on a single unit, the globe-shaped typing element.

This innovation permits you to accentuate headings, important paragraphs, or single words. All you need do is select another typeface from the special IBM styles available . . . lift one typing element off your SELECTRIC typewriter and snap the other on.

The click-on IBM SELECTRIC typewriter ribbon cartridge extends flexibility even further. It permits you to select and easily interchange as many as seven ribbon colors.

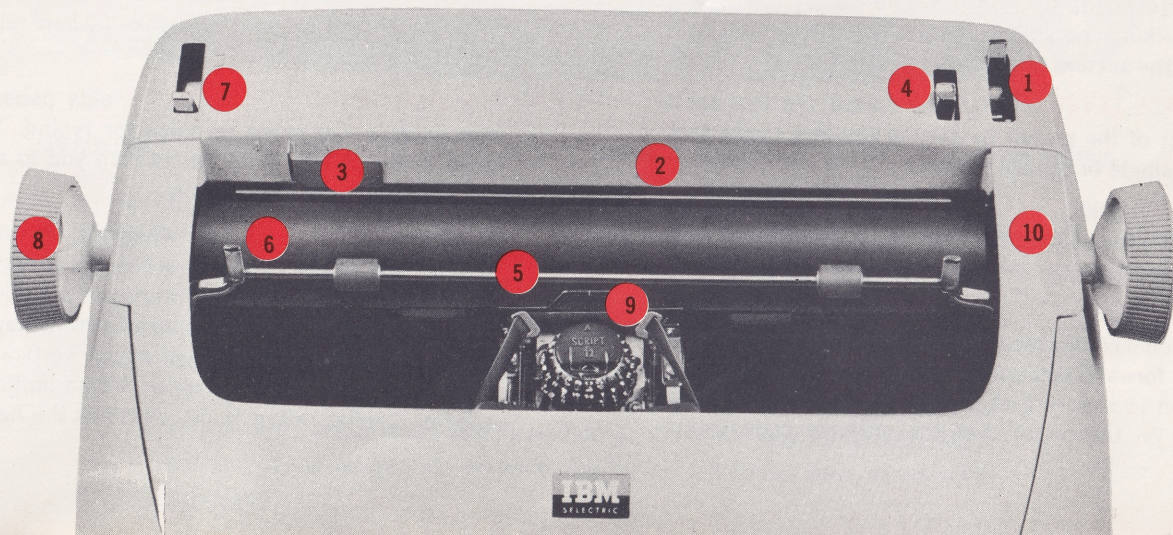
Because the single typing element completely eliminates individual typebars, it eliminates typebar clash as well. It also will not type letters above or below the line because of faulty shift key action.

Moreover, the IBM SELECTRIC typewriter offers more usable speed than any other typewriter. This speed is abetted by the exclusive IBM Stroke Storage System, which, if you type two keys almost simultaneously, stores the second character until the first is printed.

These features will reduce errors. They will help you develop smoother typing and a more secure key-touch — for easier, faster typing than you have ever known.

THE STATIONARY PAPER CARRIER

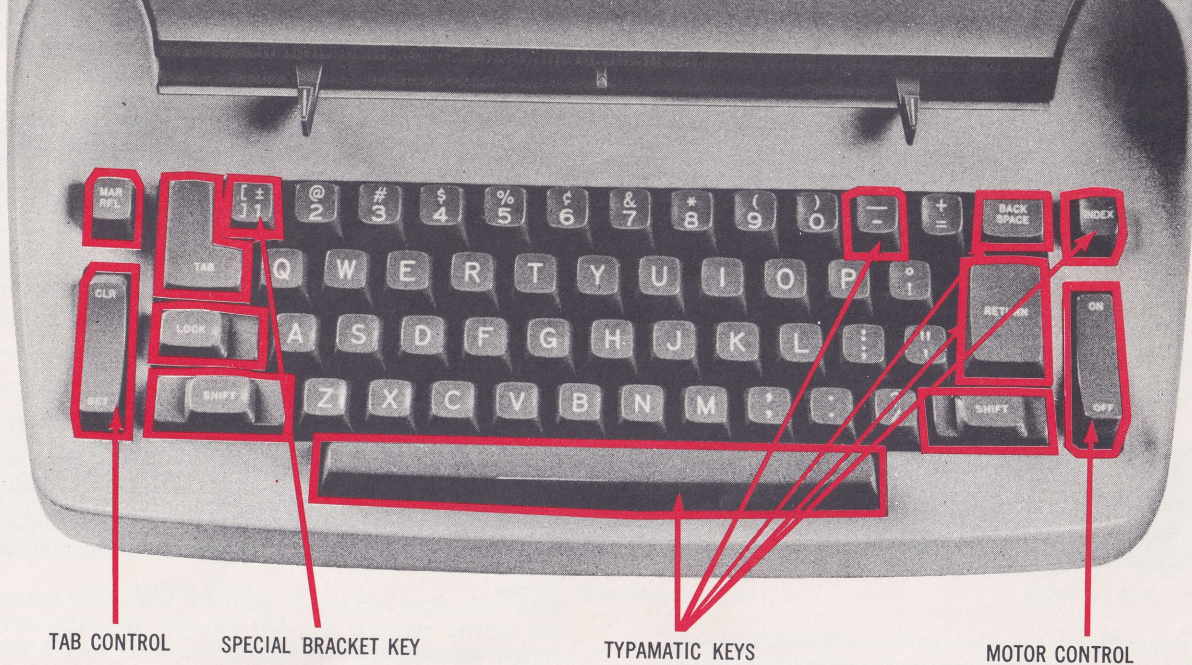
The IBM SELECTRIC typewriter brings you a stationary paper carrier. There is no moving carriage to bump objects on your desk. The **platen knobs** are larger and easier to grasp. Every part is designed to operate as simply as possible. These parts facilitate paper insertion:



1. **PAPER RELEASE LEVER**—Move the paper release lever forward to position or remove paper.
2. **PAPER TABLE** and 3. **PAPER GUIDE** — To insert the paper, rest the sheet on the **paper table** and against the **paper guide**. The markings on the paper table are set at half-inch intervals. When you place the left edge of the paper guide at the longest marking, the left edge of the paper corresponds to 0 on the **visible margin scale**. (If all the markings on your typewriter are the same length, then use the **second** line from the left.)
4. **LINE SPACE LEVER** — You may control the line space movement of the platen by setting the **line space lever** either at single or double spacing.
5. **PAPER BAIL** and 6. **PAPER BAIL LEVER** — Move the **paper bail lever** forward to insert paper and move it back to hold paper against the platen.
7. **MULTIPLE COPY CONTROL LEVER** — To compensate for additional copies move the **multiple copy control lever** from the forward position toward the rear. This adjusts the platen to assure that the typing element will strike squarely on the paper. Set the multiple copy control

lever on the **second** marking for one original with three carbon copies and use the **third** marking for one original with five or more copies. The weight of the paper you use will affect the correct multiple copy control setting.

8. **The PLATEN VARIABLE** is operated by pressing in against the center of the left platen knob. This allows the platen to be rotated freely in either direction. The **platen variable** should be used to change your line of type or to locate the original typing line when reinserting a page for correction or addition.
9. **The LINE GAUGE CARD HOLDER** aids paper insertion and holds small cards in place for typing. The center guide line and side calibrations help you to align material vertically and horizontally.
10. **TOP COVER INTERLOCK** — When you lift the top cover of your IBM SELECTRIC typewriter, an interlock mechanism automatically curtails the return action of the carrier. Should you touch the **carrier return key** while the cover is open, the platen will space vertically but the horizontal motion of the carrier will be limited to a few spaces. Carrier return is discussed in the next section.



BUOYANT KEYBOARD

The new scooped-top keys on the **SELECTRIC buoyant keyboard** provide touch security. You will find that this effect, combined with the elimination of key clash, helps to reduce errors. The keyboard arrangement puts all service keys within easy reach, so that your hands stay in correct typing position. Your orientation to each key is more secure, your speed more confident.

MOTOR CONTROL

To activate the SELECTRIC, depress the ON portion of the **motor control**. In this position, it reveals the red area at its base to remind you that the unit should be turned off when not in use. Your keyboard locks in the OFF position to protect any work remaining in the stationary paper carrier.

INDEX KEY

This new feature permits you to line space vertically at any point along the writing line. When depressed and held, its **typamatic** action will space any number of lines. This aids quick paper insertion.

TYPAMATIC KEYS

There are five **typamatic** keys — the **underscore/hyphen**, the **index key**, the **backspace**, the **carrier return** and the **space bar** — which offer the built-in convenience of automatically repeating their action when depressed and held. Each **typamatic** key will save you much time and effort.

BACKSPACE

Tap lightly to move the carrier one space or depress and hold the **backspace key** to speed the carrier **typamatically** toward the left margin.

CARRIER RETURN

A tap of the little finger returns the carrier to the left margin and automatically spaces the paper forward. **Typamatic** action of the **carrier return key** also may be used to speed paper insertion.

SPACE BAR

With a light touch, the **space bar** advances the carrier one space. You also may use its **typamatic** action for smooth,

quick movement across the page. The space bar affords you the convenience of operating through the right margin.

SHIFT KEYS and SHIFT LOCK

Light finger action locks or releases **shift key** instantly.

TAB KEY

A flick of the finger moves the carrier to a tabular stop. Like the space bar, the **tab key** operates through the right margin.

SPECIAL BRACKET KEY

Since your IBM SELECTRIC typewriter accommodates many type styles, **two** sets of characters appear on the **bracket key**: the bracket ([]) and the symbols for a combined plus- and minus and 1 (± 1). Each typing element will have only one or the other set of symbols; therefore when you change styles, check to be sure which signs are on the typing element.

MARGIN RELEASE KEY

Gives you dual release of both left and right margins. When the carrier reaches the left margin, depress and hold the **margin release key** and backspace once, then release. If you desire, you may depress the margin release key before reaching the right margin and then continue beyond your right margin.

TAB CONTROL (Set and Clear)

To clear tab settings, tabulate to each stop you wish to clear and press the CLR (or top) portion of the tab control. To set a tab stop, position the carrier at the desired point on the writing line and depress the SET (or bottom) on the control. Every space on the writing line of your SELECTRIC typewriter is available for a tabular setting.

VISIBLE MARGIN RESET

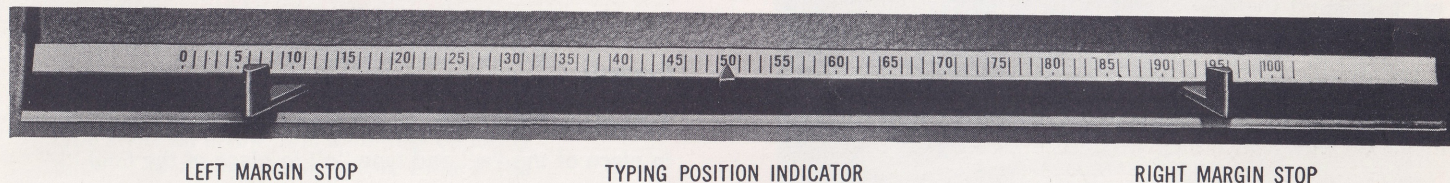
The new **visible margin scale** and **visible margin stops** are located directly above the keyboard on the front of your IBM SELECTRIC typewriter. The red arrow, called the typing posi-

tion indicator, locates the exact position of the carrier. These features contribute such simplicity to margin resetting that the operation will be but a pause in your typing.

To Reset Left Or Right Margin

Simply press in on the appropriate margin stop and glide it to the correct reading on the margin scale. You may occa-

sionally have to move the typing position indicator (connected to the carrier) first, since the stops will not slide past it.



CENTERING

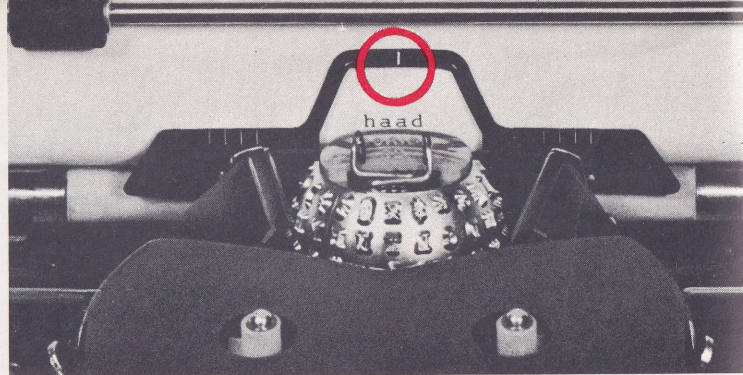
Position the paper in the typewriter so that its extreme left edge is at 0 on the margin scale. (This is the longest line or, on some units, the second line from the left on the paper table). Space the **line gauge card holder** to the right edge of the paper and note the reading on the scale. Dividing this number by 2 determines the center of the page.

1. Move the carrier to the center point of the paper and set a tab stop.
2. From this center point, backspace one space for each two spaces to be typed. Disregard single spaces left over in the count.

You may prefer to clear all other tab stops before setting the stop you will use as your centering guide.

CORRECTIONS

When making corrections, you may locate the horizontal position of the typing element by using either the white line on the **line gauge card holder** (circled at right) or the red arrow on the **margin scale**. If you use the card holder as your indicator, position the white line at the point on the paper at which you want to insert the new character. Then simply return to the line of type and insert the correction.



Crowding Letters

Example: Send the ordr today.
 Send the order today.

To crowd the "e" into "ordr," erase the final "r." Backspace until the white line on the card holder is over the space formerly occupied by the final "r." Place the palm of the right hand on the top of the front cover.

Reach under the cover and press left against the carrier with your finger until the white line is moved back one-half space. Hold the carrier in this position and type the "e." Repeat the procedure for the "r."

Spreading Letters

Example: He will send it.
 He c a n send it.

To replace "will" with "can," first erase "will." Type the "c" in place of the "w" and type "n" in place of the final "l." Position the white line on the card holder over the position occupied by the first "l." Place the palm of the right hand on the top of the front cover.

Reach under the cover and press left against the carrier with your finger until the white line of the card holder is directly between the "i" and "l." Type "a." Release the carrier and continue to type.

Two ways of spacing:

He could go.	He could go.
He c a n go.	He can go.

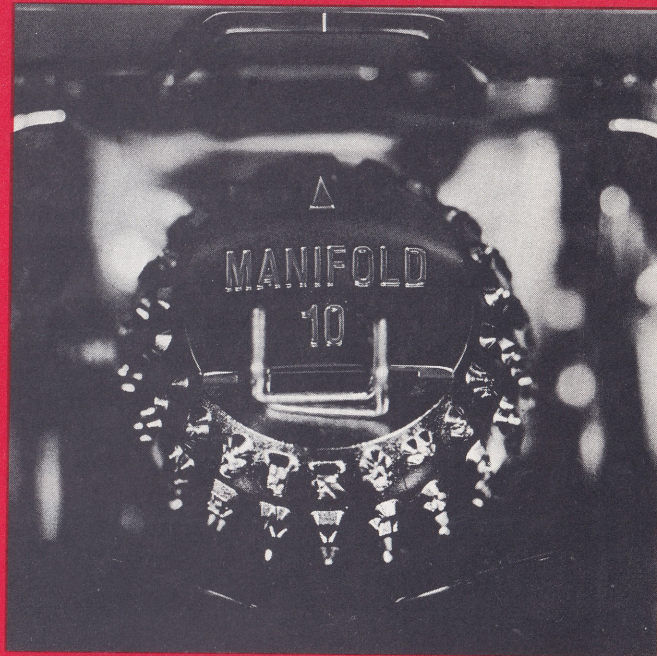
QUICK, CLEAN TYPE CHANGE

The single typing element on the IBM SELECTRIC typewriter may be replaced so readily that you can select the most appropriate type style every time you shift from one application to another — for example, from correspondence to invoicing.

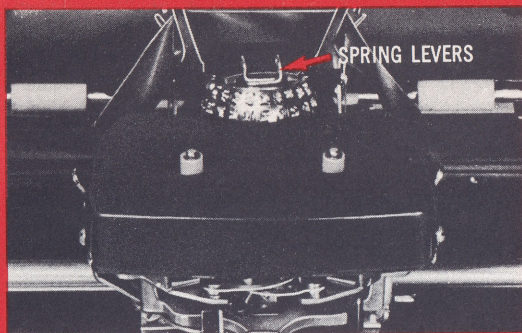
Type variety can make reports and letters more readable by emphasizing headings or paragraphs. You may also change type frequently for specialized applications such as sales letters, bulletins and price lists.

Three items of information appear on the top of the typing element: the name of the type style, an arrow, and a number denoting pitch. The arrow should point toward the platen.

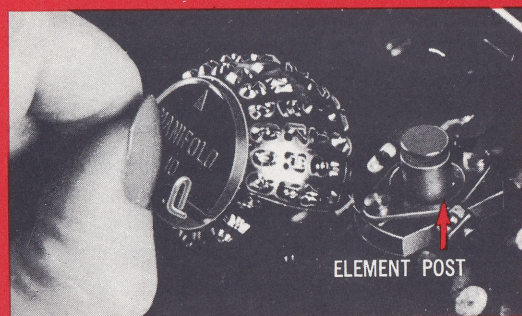
Pitch denotes the number of characters typed per inch. If you are not sure of the pitch of your SELECTRIC typewriter, simply measure the number of marks per inch on your margin scale. IBM typing elements are available in both 10 and 12 pitch. Both may be used on your typewriter. Using a typing element of one pitch on a typewriter of another pitch will alter the amount of space between each letter. Try various combinations to see which you find most pleasing.



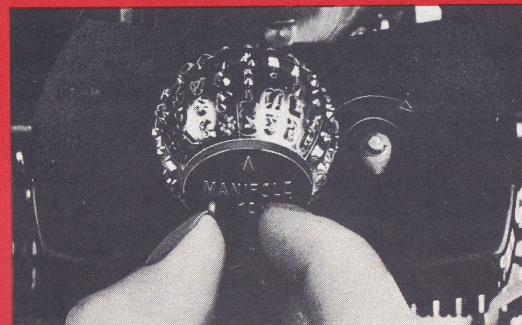
IN POSITION



TO REMOVE



TO REPLACE

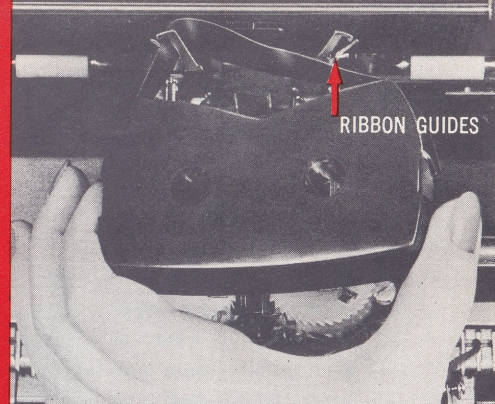
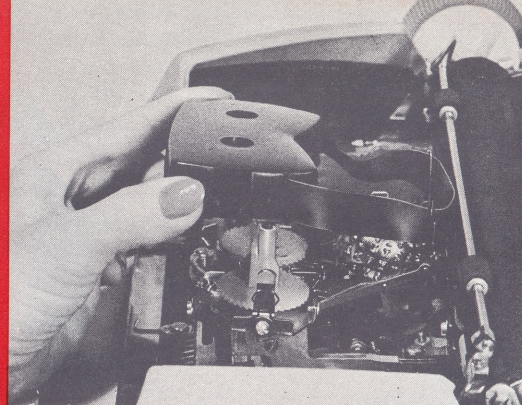
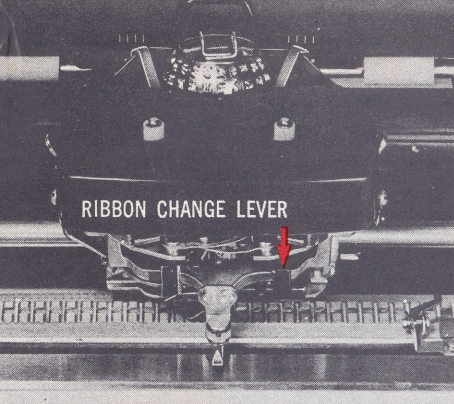


To Remove Typing Element

1. Place the SELECTRIC typewriter in lower case, so that the arrow on the typing element points toward the platen.
2. Press the motor control to off.
3. Press the **spring levers** together and pull up just enough to release the element from the notch on the **element post**. Release the levers and let the element rest, on the post but unattached. Never force the element by rotating or tilting it manually. By so doing, you may loosen or break the tape which controls the element.
4. Remove the element by holding to just one of the spring levers and lift it off the element post.

To Replace Typing Element

1. Grasp one spring lever and place the typing element on the element post with the arrow facing the platen.
2. With the thumb and forefinger, squeeze the spring levers together until the element slips into place with a click. Avoid forcing the element.



QUICK, CLEAN RIBBON CHANGE

To match the ease of changing type faces, the new IBM SELECTRIC ribbon cartridge makes ribbon changing on your SELECTRIC typewriter quick and clean. As well as selecting a new type, you may also introduce a new color wherever it adds to the attractiveness of typed letters and bulletins. Follow these few steps:

To Remove Ribbon

1. Move carrier toward center of writing line.
2. Press motor control to off.
3. Lift the cover to its uppermost position.
4. Raise the **ribbon guide** by shifting the **ribbon change lever** to the right.
5. Lift ribbon cartridge straight up off the **ribbon cartridge posts**.
6. Ease ribbon through slots in ribbon guides.
7. To rewind excess ribbon, insert a wooden pencil in the cartridge hole. Turn in the direction of the arrow.

To Insert Ribbon

1. Position ribbon cartridge with exposed length of ribbon facing the platen.
2. Slide ribbon down through slots in the ribbon guides.
3. Position the ribbon cartridge on the ribbon posts and press down firmly.
4. To rewind excess ribbon, turn either ribbon post in the direction of the arrow.
5. Move ribbon change lever to left, to lower ribbon guide into typing position.

Longer Life for Fabric Ribbons

Ribbon Position Lever

For longest wear and sharp, even impressions, change the **ribbon position lever** frequently. The used portions will re-ink as you type on another section. The ribbon position lever has four settings. The first, or right, setting moves the ribbon aside in order to type stencils. Settings two, three and four permit the top, middle and bottom sections to be used.

Ribbon Reverse Lever

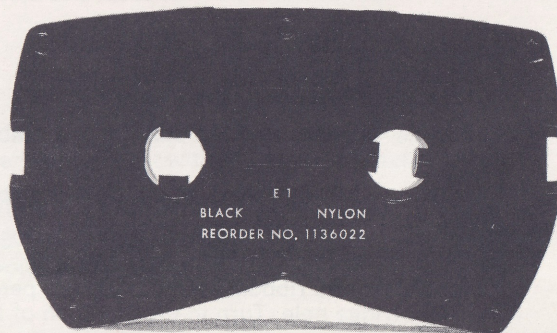
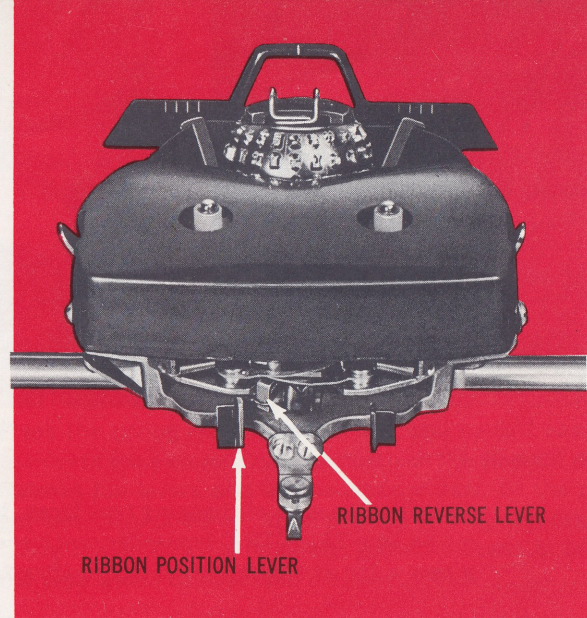
If you wish to reverse the direction in which your ribbon is winding, move the **ribbon reverse lever** located at the center of the carrier.

Ribbon Storage

You can prevent extra ribbons from drying out simply by storing them in the plastic containers in which they are originally packed.

Ribbon Identification

The name and reorder number of each ribbon is clearly printed on the underside of the ribbon cartridge, as shown at right.



IBM "SELECTRIC" TYPEWRITER CARE

Clean the typing element when necessary, using only your IBM brushes. Type cleaners in sheet form which may be purchased are also recommended since they may be used without handling the typing element. You need merely type on these with the ribbon position lever in stencil position, operating each key at least once.

Never use oil or cleaning fluids on your SELECTRIC typewriter, since they may damage rubber parts. Soap and water is sufficient to clean the typewriter case.

To Brush The Typing Element

1. Place the carrier in lower case.
2. Turn off the motor.
3. Remove the typing element.
4. Clip the typing element to the end of the pencil-like **dual-purpose brush**.
5. Brush away from you and toward the top of the element with the flat **element brush**.



Removing and Replacing the Platen

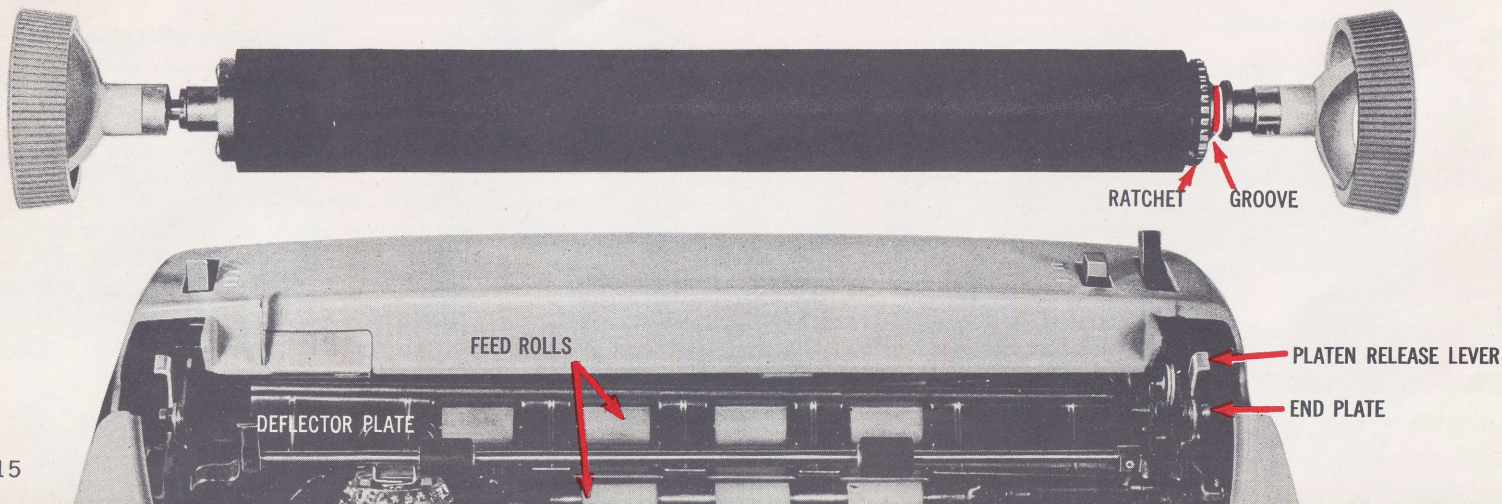
1. Turn off the motor.
2. Pull the paper release lever forward.
3. Bring the paper bail forward.
4. Lift the cover.
5. Depress the **platen release lever** and lift platen.

The feed rolls are then available for cleaning. There is no need to remove the metal **deflector plate**. To assure proper feeding of the paper and to prevent roll markings, clean the platen, **feed rolls** and bail rolls periodically. If you type stencils, fre-

quent cleaning is recommended. A number of platen cleaners, which should be applied sparingly with a dauber or cloth, are available from stationery suppliers.

1. To replace the platen, position it with the ratchet teeth to your right.

2. Center the **end plate** in the **groove** in the platen shaft and press down. It clicks into place.



Replacing the Deflector Plate

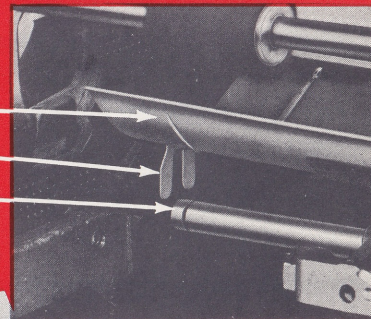
Should you remove the deflector plate for any reason, here is the procedure for replacing it. Use care not to bend the deflector or the **tines** on either end of it.

1. Pull the paper release lever forward.
2. Align the ends of the front and rear **feed roll shafts** in the notches of the front and rear **feed roll arms**. The small rolls belong in front and the larger rolls to the rear.
3. Placing the toothed edge of the deflector toward you, lower it until the two tines on either end straddle the grooves in the **deflector shaft**.
4. Replace the platen as instructed on previous page.

DEFLECTOR PLATE

TINES

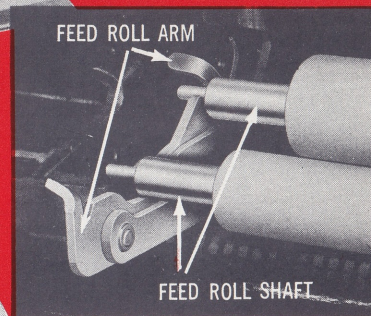
DEFLECTOR SHAFT



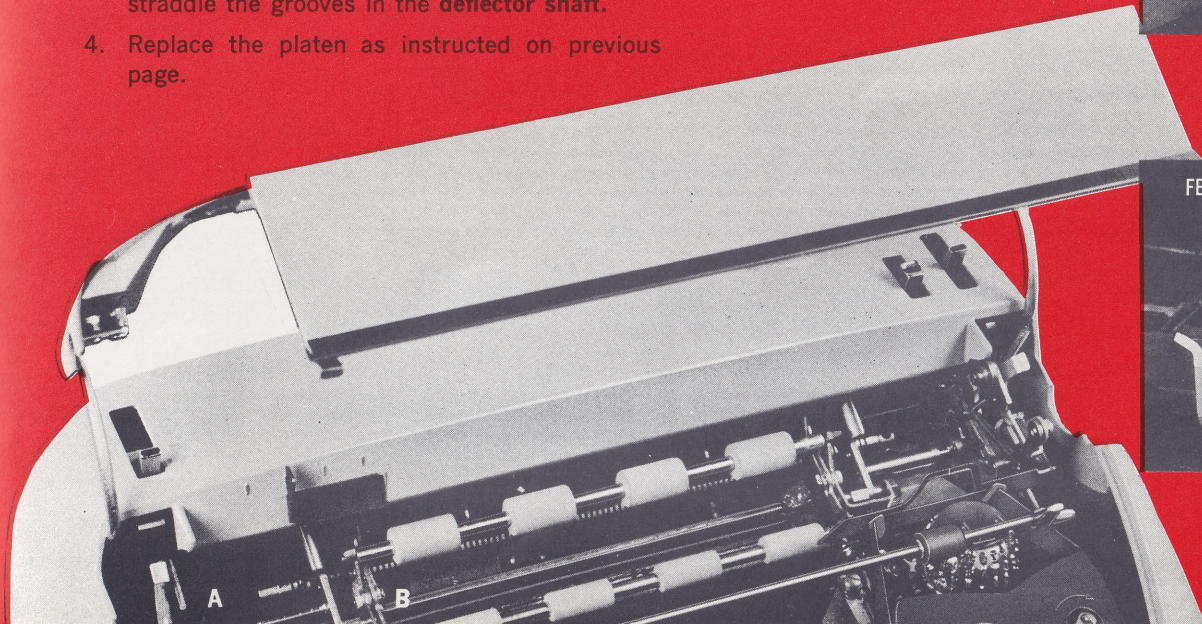
DETAIL A

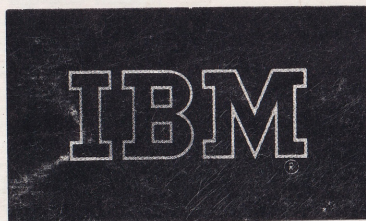
FEED ROLL ARM

FEED ROLL SHAFT



DETAIL B





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